

APPENDIXH

SAMPLE CITATIONS

1. Citations for the Defense Distinguished Service Medal, Defense Superior Service Medal, Defense Meritorious Service Medal, Joint Service Commendation Medal and Joint Service Achievement Medal shall be prepared on 8 1/2x 11 inch plain bond paper. Parchment paper or other suitable paper stock may be used. Command seals may be imprinted if desired to enhance the quality and esthetic value of the citation. Citations shall be prepared as shown on page H-5.
2. Local manufacture of citations is not authorized. DoD printed heading citations shall be used until current stock levels are depleted.
3. The opening sentence must identify the awardee by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), location, and date (or inclusive dates).
4. The citation is a short description of the act, achievement, or service. Be specific on facts and confine to no more than two sentences, if possible. Avoid superfluous adjectives and other embellishment.
5. Confine the closing to one sentence, which will personalize the summation, by use of the awardee's name and his or her attributes.
6. In citations for "retirement awards" use the word "long" (closing sentence) only for over 30 years of service.
7. Do not use the words "singularly" and "great" in the closing sentence of citations for the Joint Service Achievement Medal.
8. Do not use code names in citations, nor any abbreviations, other than Jr., Sr., II, and so on, following the Service member's name. For compound grade titles, such as **first** lieutenant, staff sergeant, and so on, spell out the complete grade title in the opening sentence, and then use the short title in the balance of the citation. Example: lieutenant, sergeant, etc.
9. Award certificates will be used without reference to number of oak leaf clusters.

10.. Samples:

DEFENSE DISTINGUISHED SERVICE MEDAL

OPENING SENTENCE:

General Anthony J. Jones, United States Army, distinguished himself by exceptionally distinguished service as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

NARRATIVE DESCRIPTION:

During this period, the outstanding leadership and ceaseless efforts of General Jones resulted in major contributions to national security of the United States.

CLOSING SENTENCE:

(PCS Award)

Through his distinctive accomplishments, General Jones reflects great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, General Jones culminated a (long and) distinguished career in the service of his country and reflects great credit upon himself, the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, General Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

DEFENSE SUPERIOR SERVICE MEDAL

OPENING SENTENCE:

Colonel Anthony J. Jones, United States Army, distinguished himself by exceptionally superior service as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

NARRATIVE DESCRIPTION:

During this period, the outstanding leadership and ceaseless efforts of Colonel Jones resulted in major contributions to national security of the United States.

CLOSING SENTENCE:

(PCS Award)

Through his distinctive accomplishments, Colonel Jones reflects great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, Colonel Jones culminated a (long and) distinguished career in the service of his country and reflects great credit upon himself, the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Colonel Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

I recommend that “reflected” in the closing sentences be changed to “reflects” with the exception of Posthumous Awards.

DEFENSE MERITORIOUS SERVICE MEDAL

OPENING SENTENCE:

Major Anthony J. Jones, United States Army, distinguished himself by exceptionally meritorious service (achievement) as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

NARRATIVE DESCRIPTION:

During this period, the outstanding professional skill, leadership, and ceaseless efforts of Major Jones resulted in major contributions to the effectiveness and success of various nationally critical programs.

OR

In this important assignment, Major Jones' outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Department of Defense.

CLOSING SENTENCE:

Through his distinctive accomplishments, Major Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, Major Jones culminated a (long and) distinguished career in the service of his country and reflected great credit upon himself, the United States Army, and the Department of Defense.

(Separation Award)

Through his distinctive accomplishments and while serving his country, Major Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Major Jones reflected great credit upon himself, the United States Army, and the Department of Defense (Office of the Secretary of Defense).

(Impact/PCS Award)

Through his distinctive accomplishments, Major Jones reflected credit upon himself, the United States Air Force, and the Department of Defense (Office of the Secretary of Defense).

JOINT SERVICE COMMENDATION MEDAL

OPENING SENTENCE:

Lieutenant Commander Andrea J. Jones, United States Navy, distinguished herself by exceptionally meritorious service (achievement) as (duty assignment and office) or (while assigned to (office) from (month year) to (month year)).

NARRATIVE DESCRIPTION:

During this period, Commander Jones' outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of () and in developing and implementing research projects capable of solving these problems.

CLOSING SENTENCE:

Through her distinctive accomplishments, Commander Jones reflected credit upon herself, the United States Navy, and the Department of Defense.

(Retirement Award)

Through her distinctive accomplishments, Commander Jones culminated a (long and) distinguished career in the service of her country and reflected credit upon herself, the United States Navy, and the Department of Defense.

(Separation Award)

Through her distinctive accomplishments and while serving her country, Commander Jones reflected credit upon herself, the United States Navy, and the Department of Defense.

(Posthumous Award)

In the dedication of her service to her country and through her distinctive accomplishments, Commander Jones reflected credit upon herself, the United States Navy, and the Department of Defense.

JOINT SERVICE ACHIEVEMENT MEDAL

OPENING SENTENCE:

Staff Sergeant Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious achievement as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

NARRATIVE DESCRIPTION:

Sergeant Jones' demonstrated outstanding professional skill, knowledge, and interservice leadership in organizing, developing and reforming the administrative requirements for the Department of Defense Variable Housing Allowance Study Group.

CLOSING SENTENCE:

Through his distinctive accomplishments, Sergeant Jones reflected credit upon himself, the United States Air Force, and the Department of Defense.

SAMPLE OF COMPLETED CITATION

SAMPLE OF COMPLETED CITATION
(1" -1 1/2" Margin)

CITATION TO ACCOMPANY THE AWARD OF
(one space or two returns)
THE DEFENSE MERITORIOUS SERVICE MEDAL
(one space or two returns)
TO
(one space or two returns)
ANTHONY J. JONES

Lieutenant Colonel Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious service as Assistant Director, Personnel Administration and Services, Office of the Assistant Secretary of Defense for Force Management Policy, from July 1993 to June 1996. Among his numerous accomplishments, Colonel Jones played a key role in the development of the most comprehensive revision of enlisted administrative separation policy and personnel assignment process ever undertaken by the Department of Defense. The distinctive accomplishments of Colonel Jones reflect great credit upon himself, the United States Air Force, and the Office of the Secretary of Defense.

***Not to exceed 16 single space lines.**

***Portrait TMS RMN 14 pt.**